

SECRET

SCA-DD/S 71-

1676

27 OCT 1971

MEMORANDUM FOR: Deputy Director for Plans

SUBJECT: Component Segments of the Position Control Register

1. Paragraph 4 of this memorandum contains a recommendation for your approval.

2. Each month the Statistical Reporting Branch of the Office of Personnel, located in the Chamber of Commerce Building, sends to each CS component a designated number of copies of the Position Control Register for that component. The transmittal has the attached printed "SECRET EYES ONLY" note together with an access list. As the system has developed, it would appear that adequate controls are being maintained on the handling of the PCR and the access to it. The feature that requires return of the old PCR to the Statistical Reporting Branch was designed to insure that copies were properly disposed of when no longer required. At the end of each month couriers must transport these lists back to the Chamber of Commerce Building where they are ripped up and thrown in the burn bag.

3. Eliminating the requirement for the return of copies of the old PCR to the Statistical Reporting Branch seems to me to be a desirable modification of the present system. The authorized custodians in the Clandestine Service components could be tasked to certify to the destruction of the old PCRs when they have served their purpose and suggested modifications to the note signed by the DD/P and the access list are indicated in red. If we could leave it to the component authorized custodian to rip up the copies and put them in their burn bag, we will not have the entire monthly Clandestine Service PCR reassembled in the Chamber of Commerce Building for the sole purpose of destruction. This suggested modification would also enable the authorized custodian to retain a copy of the PCR for as long as it is required to serve his purposes. In practice this would mean the authorized custodian would probably retain one copy for about two or three months before destruction.

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4. Recommend approval to modify the control system for PCR's as indicated above.


25X1A


Special Support Assistant/DDS

Atts

CONCUR:

25X1A

Signed: 

2 NOV 1971

CI Staff

Date

25X1A



27 OCT 1971

A Director of Personnel

Date

The recommendation contained
in paragraph 4 is approved:

/s/ Thomas H. Karamessinos

2 NOV 1971

Deputy Director for Plans

Date

Distribution:

Orig & 1 - SSA/DDS ✓

2 - DD/P

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CWC:vld (10-27-71)

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